

| | cuter, vecords wanasem | ent Starr | 20 June 1900 |
|----------|------------------------|-------------------|------------------|
| Attn : [| | | |
| | | | |
| | Chief, Audit Staff | | |
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| | | | |
| | Revised Records Contro | 1 Schedule f | or Audit Staff |
| | | | |
| • | # | * | |
| | | | · |
| | Attached is an Audit S | toff Decorde | Control Schedule |
| • | Attached is an Addit 5 | tarr Mecords | control schedule |
| | | 1.Com Contraction | Nr. 22 45 |
| which ha | s been revised to ampl | iry schedule | No. 33-03 |
| | | | |
| approved | 28 April 1965. | | · |
| | (*) | | |
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| | (a | | |
| | | Chief A | udit Staff |
| | | Chief, A | nuit Stati |
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Attachment

Distribution:
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Excluded from automatic downgrading and declassification

- Approved For Release 2005/11/21 : CIA-RDP78-00487A000100020002-9

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33-165

RECORDS MANAGEMENT PROGRAM

RECORDS CONTROL SCHEDULE FOR THE

AUDIT STAFF



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OPTIONAL FORM AND 19 OVER NEED 1 CIA-RDP78-00487A000100020002-9
UNITED STATES GOVERNMENT

Memorandum

SECRET

| то : | Chief, Records Management Staff | DATE: | 22 April 1965 | | |
|--------------------------------------|--------------------------------------|------------------|---------------|--|--|
| ATTN : | | | | | |
| FROM : | Chief, Audit Staff | | | | |
| SUBJECT: | Revised Records Control Schedule for | or Audit Staff | | | |
| Att | ached is a revised records control | schedule for Aud | it Staff. The | | |
| preparat | ion of this schedule was coordinate | d with | of your | | |
| staff and is submitted for approval. | | | | | |
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Attachment

Distribution:

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| v de | RECORD'SPRONTROLF जिल्लामुब्ध 2005/11/21 : (| SECOND | schedule no. -00487A000100620602-95.5 CONCURRENCE | 1 |
|---------|---|-----------------------|---|-----------------|
| OFFICE. | , DIVISION, BRANCH | | SIGNATURE | 25) |
| | audit Staff | 1 | Chief, Audit Staff 23 April 1965 | |
| NO. | FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES) | VOLUME (CUBIC FT.) | DISPOSITION INSTRUCTIONS | |
| 1 | SUBJECT FILE | A | PPROV 28 471/96 | 25) 1 |
| ļ | Consists of correspondence, reports and | 1 | Date | 1 |
| | related forms pertaining to the administration, | ļ · | CIA Records Administration Officer | i |
| 1 | operation and organization of the Audit Staff. | 1 | | l |
| | a. Records documenting organization, | 8 | Permanent. Disposal not authorized. Retire | ĺ |
| | management and policy in operations | | to Records Center when inactive. (Retire- | l |
| 1 | of the Audit Staff, 1947 to date. | | ment requires concurrence of Chief or | l |
| | b. Records relating to the administration | | Deputy Chief, Audit Staff). | 1 |
| | of the housekeeping functions such as | 6 | Temporary. Review annually and destroy | i |
| | finance, personnel, security and | | obsolete material. | |
| | training. | | | i |
| 2 | AUDIT REPORT FILES | 1 | | l |
| | Consists of audit reports and related | 12 | Permanent. Disposal not authorized. Retire | i |
| | correspondence applicable to audits of Head- | | to Records Center when inactive. (Retirement | jt |
| | quarters components, projects, stations, bases, | | requires concurrence of Chief, or Deputy | ı |
| | and miscellaneous activities of the Agency, | ' | Chief, Audit Staff.) | i |
| | foreign, 1951 to date. | CECRET ' | | l |
| | Approved For Release 2005/11/21 : | CIA-RDP78 | -00487A000100020002-9 | i |

FORM NO. 139 USE PREVIOUS DATE OF THE PREVIOUS OF THE PREVIOUS

| TEM NO. | FILES IDENTIFICATION | VOLUME | DISPOSITION INSTRUCTIONS |
|---------|---|-----------|--|
| 14 | | DP78:00#8 | |
| 3 | Approved For Release 2005/11/21 : CIA-R WORK PAPER FILES | Seune I | |
| | Consists of detailed work papers | 34 | Temporary. Maintain work papers covering |
| | produced in connection with audits of Head- | | last two audits and destroy prior work |
| | quarters components, projects, stations, bases, | | papers. |
| | and miscellaneous activities of the Agency. | | |
| 4 | LIBRARY MATERIAL | | |
| | Bound volumes of reference material con- | 3 | Temporary. Disposal not authorized. |
| | sisting of Comptroller General's Decisions, | | Return to Library when no longer needed. |
| | Accounting and auditing text books, | | |
| | dictionaries, etc. | 3) | |
| 5 | REFERENCE PUBLICATIONS FILES | | |
| | Consists of Agency regulations, notices, | 4 | Temporary. Retain rescinded or superceded |
| | handbooks, allotment codes, station codes, etc. | | material for two years and destroy. |
| 6 | MAIL CONTROL LOGS AND DOCUMENT RECEIPTS | | |
| | a. Top Secret Log | NA | Destroy 10 years after documents are |
| | | | downgraded, transferred to Records Center, |
| | | | destroyed, or sent outside control point. |
| | b. <u>Top Secret Cover Sheets</u> | NA | Destroy 10 years after document has been |
| - | | | downgraded, destroyed, or sent outside |
| | Approved For Pologoe 2005/44/24 - CIA D | SEGRET | Agency. |
| | Approved For Release 2005/11/21 : CIA-R | ΨΡ/δ-UU48 | A000100020002-9 |

| | FILES IDENTIFICATION Approved For Release 2005/11/21 : CIA-R | SECRET | // A00010002000 2- 3 |
|--|--|--------|--|
| | c. Secret and Below Log | NA | Destroy after one year. |
| | d. <u>Classified Document Receipts</u> | NA. | Destroy after two years. |
| | e. Courier Receipts Including Top Secret | NA | Destroy after three months. |
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| OFFICE | . DIVISION. BRANCH | | 51 |
| | Audit Staff | | Chief, Audit Staft 2 0 JUN 1968 |
| ITEM NO. | FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES) | VOLUME (CUBIC FT.) | |
| 1 | SUBJECT FILE | | 25 June / |
| | Consists of correspondence, reports | | APPROVED Date |
| | and related forms pertaining to the | | CIA Records Administration Officer |
| | administration, operation and organiza- | | 0 |
| | tion of the Audit Staff. | | |
| | a. Records documenting organiza- | | Permanent. Disposal not authorized. |
| 021 | tion, management and policy in | | Retire Headquarters/Field dispatch |
| | operations of the Audit Staff, | | and correspondence files to Records |
| | 1947 to date. This includes | | Center after three years, and retire |
| | dispatch and correspondence | | other files when inactive. (Retire- |
| | files between Headquarters and | | ment requires concurrence of Chief or |
| | field. | | Deputy Chief, Audit Staff.) |
| | b. Records relating to the adminis- | | Temporary. Review annually and |
| | tration of the housekeeping | | destroy obsolete material. |
| | functions such as finance, | | |
| | personnel, security and | | |
| | training Approved For Release 2005/11/21 : CIA- | RDP78-004 | 87A000100020002-9 |

| TEM NO. | FILES IDENTIFICATION VOLUME | DISPOSITION INSTRUCTIONS |
|---------|--|--|
| | Approved For Release 2005/11/21 : 6IA-RPP78-00 | 487A000100020002-9 |
| | c. Chrono correspondence and | Temporary. Retain for two years, |
| | report files. | then destroy. |
| | d. Cable files. | Temporary. Retain for two years, |
| | | then destroy. |
| 2 | AUDIT REPORT FILES | |
| 111 | Consists of audit reports and | Permanent. Disposal not authorized. |
| | related correspondence applicable to | Retire to Records Center when inactive |
| | audits of Headquarters components, | (Retirement requires concurrence of |
| | projects, stations, bases, and miscel- | Chief or Deputy Chief, Audit Staff.) |
| | laneous activities of the Agency, | |
| | 1951 to date. | |
| 3 | PUBLIC ACCOUNTANTS' AUDIT REPORT FILES | |
| μI | Consists of true name audit reports | Permanent. Disposal not authorized. |
| (4) | issued by public accounting firms cover- | Retire to Records Center when five |
| | ing audits of Agency projects and other | years old or when no longer active. |
| | activities. | (Retirement requires concurrence of |
| l | | Chief or Deputy Chief, Audit Staff.) |
| | . e | · · · · · · · · · · · · · · · · · · · |
| | Approved For Release 2005/11/2 SCA ROH78-00 | 487A000100020002-9 |

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| TEM NO. | FILES IDENTIFICATION | VOLUME | DISPOSITION INSTRUCTIONS |
|---------|--|----------|---------------------------------------|
| 4 | WORK PAPER FILES Approved For Release 2005/11/21 : CA | FOPVE-FO | 487A000100020002-9 |
| | Consists of detailed work papers | | Temporary. Maintain work papers |
| | produced in connection with audits of | | covering last two audits and destroy |
| | Headquarters components, projects, | | prior work papers. Retain work paper |
| | stations, bases, and miscellaneous | | relating to terminated activities for |
| | activities of the Agency. | | two years after cut-off date of last |
| | | | audit, then destroy. (Do not destroy |
| | (a) | | any work papers relating to uncleared |
| 5 | T TOP AND WARREN TO | | audit matters.) |
| | LIBRARY MATERIAL | | |
| | Bound volumes of reference material | | Temporary. Disposal not authorized. |
| | consisting of Comptroller General's | | Return to Library when no longer |
| | Decisions, Accounting and auditing text | | needed. |
| | books, dictionaries, etc. | | |
| 6 | REFERENCE PUBLICATIONS FILES | | |
| | Consists of Agency regulations, | | Temporary. Retain rescinded or |
| | notices, handbooks, allotment codes, | | superceded material for two years, |
| | station codes, etc. | | then destroy. |
| | Approved For Release 2005/11/21 : OA | CRET | 487A000100020002-9 |

| EM NO. | FILES IDENTIFICATION | VOLUME | DISPOSITION INSTRUCTIONS |
|--------|--|----------|--------------------------------------|
| | Approved For Release 2005/11/21 : QtA | RDB78-00 | 487A000100020002-9 |
| |) Ji | UKEI | |
| 7 | MAIL CONTROL LOGS AND DOCUMENT RECEIPTS | | · |
| ĺ | m | i | |
| | a. Top Secret Log | | Destroy ten years after documents ar |
| | | | desmanded housefrand to Decords |
| | | | downgraded, transferred to Records |
| | | | Center, destroyed, or sent outside |
| | | • | denotes according of seles despute |
| | | | control point. |
| | w. | | A : |
| | b. Top Secret Cover Sheets | | Destroy ten years after document has |
| | Egypp benegys von der die gester geste men die der verleiten nach en material der | | • |
| | Ŵ ^{©®} | | been downgraded, destroyed, or sent |
| | | | |
| | | | outside Agency. |
| | | | |
| | c. Secret and Below Log | , | Destroy after one year. |
| | 4 Oleraidied Braumant Braitate | | Dankara Chark Land |
| | d. Classified Document Receipts | , | Destroy after two years. |
| | e. Courier Receipts Including | | Destroy after three months. |
| | e. Course Receipts including | | bestroy after three months. |
| | Top Secret | | |
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| - 1 | ITEM NO. | FILES IDENTIFICATION Audit Staff Approved For Release 2005/11/21 : CIA- | VOLUME | 21 July 1990SPOSITION INSTRUCTIONS |
| 1 | | \sqrt{N} | RDP / 6-004 | 487 A000 100020002-9 |
| | 8 | MACHINE LISTINGS | | |
| | | Statement of Advance Accounts, Alpha Listing, Expense Listing by FAN Number and Object Class. Used by auditors in connection with their day to day work. | 2 | Temporary. Retain current listing only. Destroy previous listing upon receipt of current one. (wor - www) |
| | | | , | 25) |
| | | | | audit Stoff Records management afficer July 21, 1970 |
| | | |) a (| July 21, 1970 |
| | | | | 25> |
| | | | · | 0.01.197 |
| | | | APPROVE CIA | Records Administration Officer |
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| | | Approved For Release 2005/11/21 : CIA- | RDP78-004 | 87A000100020002-9 |
| | ORM NO. | 139a USE PREVIOUS RECORDS CONTROL SCHEDULE - | CONTINUAT | TON SHEET (41) |

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